

**Morehead State University
Special Collections & Archives
Archives Accession Form**

Department or Office: Human Resources & Payroll Office

Collection Title: University Administrative Regulations & Personnel Policies Manuals, 1985-2005

Record Group Number: RG047-20-05

Date transferred: No date of transfer recorded.

Processed by: Dieter C. Ullrich

Cataloged by: Dieter C. Ullrich

Date Listed: July 13, 2020

Date Span: 1985-2005

Size of Collection: 0.5 linear feet.

Number of Boxes: 1 letter size document cases.

Type of Material: Administrative records.

Condition of Material: Good.

Arrangement: Organized numerically by assigned code; Chronological arrangement.

Historical Information: The responsibilities and duties of Human Resources & Payroll Office were initially performed by the Business Manager prior to establishment of the Office of Business Management in 1965 and later the Office of Business Affairs in 1968. In 1977, the office was transferred into the newly organized Bureau of Fiscal Affairs and in 1985 was reorganized as the Office of Personnel Services. The office was renamed Human Resources in 1995 and was combined with the Payroll Office in 2007. Presently, the Human Resource and Payroll Office provides and full range of personnel services and support for faculty, staff and external clients.

Scope and Content: Collection consist of administrative regulations and personnel policies of Morehead State University from 1985 to 2005. The collection contains policies and regulations for Academic Affairs, Administration & Fiscal Services, Student Life and the President's Office. Included is a personnel policy manual last updated in 2005.

Subject Headings / Descriptors:

Morehead State University. Human Resources & Payroll Office.

Morehead State University – History.

Morehead State University – Employees.

Morehead State University – Personnel management.

Employees' manuals.

Notes: Collection was placed in three ring binders that were located in the library reserve desk and updated monthly until 2005. The earlier policies and regulations were discarded when updated.